

§ 102-34.335

practices for Government charge card programs that may be supplemented by individual agency policy procedures.

[64 FR 59593, Nov. 2, 1999, as amended at 71 FR 27639, May 12, 2006]

§ 102-34.335 What type of fuel do I use in motor vehicles?

(a) Use the grade (octane rating) of fuel recommended by the motor vehicle manufacturer when fueling motor vehicles owned or leased by the Government.

(b) Do not use premium grade gasoline in any motor vehicle owned or leased by the Government unless the motor vehicle specifically requires premium grade gasoline.

(c) Use unleaded gasoline in all Government owned or leased motor vehicles designed to operate on gasoline and used overseas unless:

(1) Such use would be in conflict with country-to-country or multi-national logistics agreements; or

(2) Such gasoline is not available locally.

§ 102-34.340 Do I have to use self-service fuel pumps?

Yes. You must use self-service fuel pumps to the fullest extent possible.

Subpart I—Federal Motor Vehicle Fleet Report

§ 102-34.345 What is the Federal Fleet Report?

The Federal Fleet Report (FFR) is an annual summary of Federal fleet statistics based upon fleet composition at the end of each fiscal year and vehicle use and cost during the fiscal year. The FFR is compiled by the General Services Administration (GSA) from information submitted by Federal agencies. The FFR is designed to provide essential statistical data for worldwide Federal motor vehicle fleet operations. Review of the report assists Government agencies, including GSA, in evaluating the effectiveness of the operation and management of individual fleets to determine whether vehicles are being utilized properly and to identify high cost areas where fleet expenses can be reduced. The FFR is posted on the GSA, Federal Vehicle Policy Division Inter-

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net website (<http://www.gsa.gov/vehiclepolicy>).

[71 FR 27639, May 12, 2006]

§ 102-34.346 How do I submit information to the General Services Administration (GSA) for the Federal Fleet Report (FFR)?

(a) Annually, agencies must submit to the General Services Administration (GSA) the information needed to produce the Federal Fleet Report (FFR) through the electronic Standard Form (SF) 82, Agency Report of Motor Vehicle Data. Agencies must use the Federal Automotive Statistical Tool (FAST), an Internet-based reporting tool, to report required information to GSA. To find out how to submit motor vehicle data to GSA through FAST, go to <http://fastweb.inel.gov/>.

(b) Specific reporting categories, by agency, included in the FFR are—

- (1) Inventory;
- (2) Acquisitions;
- (3) Operating costs;
- (4) Miles traveled; and
- (5) Fuel used.

NOTE TO § 102-34.346: The FAST system is also used by agency Fleet Managers to provide the Department of Energy with information required by the Energy Policy Act and Executive Order 13149. In addition, the Office of Management and Budget (OMB) requires agency Fleet Managers and budget officers to submit annual agency motor vehicle budgeting information to OMB through FAST. (See OMB Circular A-11, Preparation, Submission, and Execution of the Budget.)

[71 FR 27639, May 12, 2006]

§ 102-34.347 Do we need a fleet management information system?

Yes, you must have a fleet management information system that—

- (a) Identifies and collects accurate inventory, cost, and use data;
- (b) Provides the information necessary to satisfy both internal and external reporting requirements;
- (c) Collects all costs incurred in the operation, maintenance, acquisition, and disposition of motor vehicles used for official purposes; and
- (d) Is capable of providing the data required for external reporting, such as FAST (see § 102-34.346).

[71 FR 27639, May 12, 2006]